



USAID
FROM THE AMERICAN PEOPLE

Dear Colleague:

Thank you for your recent inquiry regarding registration with the U.S. Agency for International Development (USAID). Two publications, the *Report of Voluntary Agencies Engaged in Overseas Relief and Development* and the *PVC-ASHA Brochure*, are enclosed to provide examples of the activities of private voluntary organizations (PVOs) and explain the process of registering with USAID. Also enclosed are copies of the New Applicant Checklist and the U.S. PVO Conditions of Registration. These documents will assist you in completing your application for registration.

The following is an important step in initial registration. PVOs that are not registered with USAID are encouraged to begin the registration application process by discussing with the appropriate USAID office, mission, or bureau the relevance of their proposed project to USAID's overall program and legislative mandate. If and when USAID shares clear interest, the organization can apply for registration.

In accordance with the above, you are encouraged to speak with a USAID desk officer for the country or countries in which your organization is interested. Please call our information line at (202) 712-0000 or visit our web site at www.usaid.gov. A cover letter describing your overseas programs and their relevance to USAID's strategic objectives is also requested to facilitate your application.

Submit your organization's completed application IN DUPLICATE to ensure timely processing to the following address or for information, telephone the Registration Office at (202) 712-4747.

Mary Q. Newton, Registrar
USAID/DCHA/PVC-ASHA/PPO
1300 Pennsylvania Avenue, NW
Room 7.06-091
Washington, DC 20523-7600

Sincerely,

Mary Q. Newton, Registrar
Private Voluntary Cooperation –
American Schools & Hospitals Abroad
Bureau for Democracy, Conflict and Humanitarian Assistance

Enclosures: a/s